



# **COURT SERVICES & OFFENDER SUPERVISION AGENCY**

## **VACANCY ANNOUNCEMENT**

**ANNOUNCEMENT NUMBER:** CJP-06-086 (CHP) (DEU)

**JOB TITLE:** Case Manager, GS-101-11/12

**AREA OF CONSIDERATION:** All Sources

**OPENING DATE:** 05/26/06

**CLOSING DATE:** Open Until Filled. First cut off date is 06/09/2006  
Applications must be received by 5:00 p.m. EDT  
Cut-offs will occur every week until vacancies are filled.

**PROMOTION POTENTIAL:** GS – 101-12

**STARTING SALARY:** GS-11, \$54,272 pa; GS- 12, \$65,048 pa

**NOTE: THIS VACANCY ANNOUNCEMENT MAY BE USED TO FILL FUTURE VACANCIES.**

**APPLICANTS MUST PROVIDE A COPY OF THE REQUESTED PROFESSIONAL CURRENT LICENSURE OR CERTIFICATION TO RECEIVE CONSIDERATION. A COPY OF THE COLLEGE TRANSCRIPT MUST BE INCLUDED.**

**Case Manager, GS-0101-11/12, (Two positions), Court Services & Offender Supervision Agency (CSOSA), Office of Community Justice Programs (CJP), Womens Unit, Re-Entry and Sanctions Center (RSC), Washington, DC.**

**DUTIES: THE INCUMBENT WILL SERVE AS A CASE MANAGER FOR OFFENDERS/ DEFENDANTS HOUSED ON A WOMEN'S UNIT IN A RESIDENTIAL RE-ENTRY AND SANCTIONS CENTER.** Under the general direction of the Unit Manager, the incumbent is responsible for interviewing offenders/defendants, maintaining a case load of nine or more offenders, collecting and analyzing information, preparing case histories, presenting information in the interdisciplinary team meetings, and drafting written work products. Preparing accurate assessment and discharge summaries and analyzing documentation received from clinicians to determine offenders'/defendants' strengths, needs, abilities, preferences and treatment readiness. Co-facilitating group therapy sessions and conducting individual counseling.

Providing offenders/defendants with referrals to appropriate community resources, and serves as an advocate for the offender/defendant with community treatment providers. Coordinating the offender's/defendant's discharge by chairing the discharge planning meeting and working collaboratively with Treatment Specialists, Pre-Trial Services Officers, and Community Supervision Officers to develop master plans for the offender's/defendant's individual treatment, evaluation and release.

**QUALIFICATIONS: Basic requirements:** A degree that included at least 24 semester hours of coursework in behavioral or social science, OR a combination of education and experience that included at least 24 semester hours of course work in the behavioral or social sciences and provided the applicant with knowledge of one or more of the behavioral or social sciences equivalent to a major in the field. Evaluating Education: Courses such as sociology, criminal justice, psychology, social work, counseling, and other related social or behavioral science courses may be used to satisfy the 24 semester hour requirement. Graduate education must have been in a field such as criminal justice, psychology, social work, counseling or other course work related to the position. **A copy of the college transcript must be included.**

AND

Applicants must have 1 year of specialized experience equivalent to the next lower GS grade. Specialized experience is experience in or directly related to the position to be filled, and which has equipped the applicant with the Selective Placement Factor (SPF) and the particular knowledge, skills and abilities (KSAs) to successfully perform the duties of the position. **GS-11 level specialized experience** is experience preparing detailed reports and correspondence, managing a caseload of multiple clients with varying needs, establishing and maintaining working relationships with community resources, and conducting interviews. **GS-12 level specialized experience** is extensive demonstrated experience utilizing the DSM IV multiaxial diagnostic criteria to assess offenders'/defendants' needs, leading discharge planning meetings, participating in interdisciplinary team meetings, providing training to other case managers, and responding to requests for technical assistance from case managers and/or counselors.

**EVALUATION METHODS:** Applicants will be evaluated according to the extent and quality of experience, education, and training and the selective placement factor. If you meet the basic qualification requirements, your application/resume will be evaluated against the selective placement factors and KSAs required for this position. This evaluation determines which candidates will be referred to the selecting official for consideration.

**TO RECEIVE CONSIDERATION, APPLICANTS MUST ON A SEPARATE SHEET OF PAPER ADDRESS EACH OF THE REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES DESCRIBED BELOW AND PROVIDE A CURRENT COPY OF THE LICENSURE OR CERTIFICATION REQUESTED IN THE SELECTIVE PLACEMENT FACTOR.**

**SELECTIVE PLACEMENT FACTORS:**

GS –11 - The applicant must possess appropriate local, state, or federal licensure or certification as a Certified Addiction Counselor I (CAC I) or a Licensed General Social Worker (LGSW). **(A current copy must be attached to receive consideration).**

GS –12 - The applicant must possess current licensure or certification as a Licensed Professional Counselor (LPC), Certified Addiction Counselor II (CAC II), or Licensed Social Worker (LCSW). **(A current copy must be attached to receive consideration).**

**YOU MUST PROVIDE A CURRENT COPY OF YOUR LICENSE(S) AND CERTIFICATION(S) TO VERIFY THAT YOU POSSESS THE SPF. WITHOUT SUCH PROOF YOUR APPLICATION WILL NOT RECEIVE FURTHER CONSIDERATION.**

**KNOWLEDGE, SKILLS AND ABILITIES:**

1. Knowledge of the principles and concepts of substance abuse treatment.
2. Skill preparing written assessments and discharge summaries that synthesize data from findings of other disciplines that may include, but are not limited to medical, psychiatric, psychological and community risk factors.
3. Ability to recommend and coordinate services for clients in the community that will effectively address the offenders'/defendants' needs.
4. Knowledge of criminal justice administration and the trends, policies, and programs related to community justice and other correctional programs.
5. Skill using written and/or automated assessment and evaluation tools, such as the Addiction Severity Index (ASI), Bio/Psycho/Social Survey, CAGE, and DSM-IV to accurately assess the offender's/defendant's history, needs, potential problems and other relevant indicators.
6. Ability to communicate effectively with offenders, defendants and others orally including skill in conducting interviews, presenting information, leading or participating in meetings, and performing crisis intervention.

In addition to submitting you application/resume, YOU MUST address your experience and/or education as it relates to the KSAs described above, giving specific examples ON A SHEET OF PAPER THAT IS SEPARATE FROM YOUR APPLICATION/RESUME. Address the each of the KSAs separately and explain how your experience, education, training, and self-development activities relate to each KSA. Your qualification rating will be based on the evaluation of your experience and education as they relate to the qualification requirements and KSAs listed above and evidence of the required SPF. You must also provide detailed evidence of the KSAs in your application/resume in the form of clear, concise examples showing the level of accomplishment and degree of responsibility.

**HOW TO APPLY:** It is the candidate's full responsibility to include all requested information on their application (whatever form is utilized) and provide all necessary documentation that is needed to evaluate their qualifications for the position. A complete application must include: (1) an application (i.e., OF-612: Optional Application for Federal Employment; or resume which follows the instructions of the OPM brochure "Applying For A Federal Job" (OF-510). Resume must include the announcement number, title, and grade of job applying for; full name, address, phone number, social security number; name, city, and state of any college/and or university attended, major(s), and type and year of degree(s) received (if no degree received, list total quarter and/or semester hours earned); and employment history with position titles, dates, salaries, duties, supervisor's name, and phone number);

(2) a copy of current licensure or certification for the identified SPF; (3) responses to each of the required knowledge, skills, and abilities listed above; (4) a copy of your college transcript and (5) when applicable, the items requested below.

**CTAP and ICTAP:** If you are an eligible Career Transition Assistance Program (CTAP) or Interagency Career Transition Assistance Program (ICTAP) applicant, you may apply for special selection over other applicants for this position. Individuals who have special priority selection rights under the CTAP or the ICTAP must be well qualified for the position. To be well qualified, applicants must satisfy all qualification requirements for the vacant position and meet the mid-level of the crediting plan for all factors or the established cutoff score. CTAP/ICTAP eligibles must submit one of the following as proof of eligibility for the special selection priority: a separation notice, a "Notice of Personnel Action" (SF-50) documenting separation, an agency certification that you cannot be placed after injury compensation has been terminated, an OPM notification that your disability annuity has been terminated, OR a Military Department or National Guard Bureau notification that you are retired under 5 U.S.C. § 8337(h) or § 8456.

**Status applicants** (those having career or career-conditional appointments): If you also wish to be considered under Merit Promotion procedures, please submit another application under vacancy announcement CJP-06-087 (CHP) (MPP).

**Veterans:** Veterans claiming 5-point preference must submit a copy of their latest DD-214. Veterans claiming 10-point preference must submit a copy of their latest DD-214 along with a SF-15 form and a letter from the Veteran's Administration certifying the veteran's present receipt of compensation for service-connected disability or disability retirement pay or other appropriate documentation listed on the application for 10-point veteran preference.

**Applications and all required documents must be received by 5:00 p.m. EST on the closing date.**

**Mailing Address and Contact:** All documents must be submitted to: Court Services and Offender Supervision Agency, Office of Human Resources, 808 17<sup>th</sup> Street, NW, Suite 820, Washington, D.C. 20006. For additional information on this position contact Carlos Perkins, (202) 220-5449 or **TTY (202) 220-5474**. Applications must be **received** by 5:00 p.m. EST on the closing date.

**Email Address:** Applicants may also submit applications via email to: [CSOSAjobs@CSOSA.gov](mailto:CSOSAjobs@CSOSA.gov).

**Fax Number:** Applicants may submit documents via facsimile to: (202) 220-5615.

### **OTHER INFORMATION:**

**Agency Background Information:** The National Capital Revitalization and Self-Government Improvement Act of 1997 established the Court Services and Offender Supervision Agency as a federal agency on August 5, 2000.

**U.S. Citizenship:** Applicants must be U.S. citizens or nationals.

Selective Service Registration: As a condition of employment, all male applicants born after December 31, 1959, must have registered for the selective service. If selected for this position, the applicant must sign a statement certifying his registration, or the applicant must demonstrate exempt status under the Selective Service Law.

Relocation Expenses: Relocation expenses are not authorized.

Probationary Period: Initial appointment will require completion of a one-year probationary period.

Security Check: A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of a background security investigation, drug testing and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

Drug Testing: Appointment may be subject to random drug testing after selection.

Direct Deposit: All Federal employees are required to have Federal salary payments directly deposited into a financial institution of their choosing.

**REASONABLE ACCOMMODATIONS:** Court Services and Offender Supervision Agency welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate those needs. If you need a reasonable accommodation for any part of the application and hiring process, please notify the CSOSA Office of Human Resources. The decision on granting reasonable accommodations will be made on a case-by-case basis. The Agency is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Court Services and Offender Supervision Agency.

**EQUAL OPPORTUNITY EMPLOYER:** Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, membership in an employee organization, or on the basis of personal favoritism.

***CSOSA is an Equal Opportunity Employer.***